

**DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY**

**Environmental Sanitarian 2 (TEMPORARY through 9/30/16)  
REGULATORY SERVICES – Environmental Health – Food Protection Program**

**POSTING DATE:** May 27, 2016

**CLOSING DATE:** June 6, 2016\*

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**OPEN TO:** The Public

**POSITION CONTROL NUMBER:** 113828SC **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift / 35 hours per week

**SALARY GROUP/RANGE:** ES 22 / \$2,155.68 Bi-weekly

**NOTE: CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER. CERTIFICATION AS A FOOD INSPECTOR BY THE DEPARTMENT OF PUBLIC HEALTH IS REQUIRED FOR THIS POSITION. In addition, candidates MUST BE available to work during the months of June through September, and have a valid driver's license and willingness to travel throughout the state to conduct inspections and investigations beginning early in the morning.**

This position will be responsible for inspecting food establishments and creating letters and reports in the field, while maintaining regular contact via email and phone with the Food Protection Program. In addition, this position will be responsible for providing training sessions, sending reports and letters to applicable programs from the field, and attending weekly meetings at DPH to review inspection reports and schedules.

**Preferred Skills:**

- Experience implementing, monitoring, and enforcing food service establishment regulations;
- Experience communicating both verbal and in writing, with staff, food professionals, and the public, including providing training seminars, and producing and presenting programmatic reports and making presentations; along with experience working as a team, and also independently, utilizing organizational skills;
- Experience writing inspection findings, letters, reports, written analyses of regulations and guidance documents (Note: If invited to interview, candidates will be asked to provide a writing sample);
- Experiencing working with spreadsheets, databases, and word processing software, including Microsoft Word, PowerPoint, Excel, and Access;
- Experience scanning and electronically indexing documents for archival purposes and remote distribution.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:**

Considerable knowledge of causes, impacts and prevention of environmental health problems in communities; knowledge of relevant state and federal laws, statutes and regulations; knowledge of more advanced mathematical concepts including statistical analysis; knowledge of biological concepts and principles relating to environmental health; knowledge of inspection and investigatory techniques related to public health hazards; considerable oral and written communication skills; interpersonal skills; ability to analyze health conditions and recommend effective solutions; ability to utilize computer software; training ability.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Six (6) years of experience in environmental health technical operations.

**NOTE:** Environmental Health is a broad discipline that is concerned with assessing and controlling the impact of the environment on human health.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in environmental health or public health including twelve (12) hours of environmental health courses may be substituted for one (1) additional year of the General Experience.

**Special Requirement:**

1) Incumbents in this class may be required to travel. 2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license. 3) Incumbents in this class who are performing food inspection duties must possess and retain certification as a Food Inspector by the Department of Public Health. 4) Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

**Working Conditions:**

Incumbents in this class may be exposed to some risk of injury or physical harm from adverse on site environments and some discomfort from year round weather conditions.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

FAX: 860-730-8386

EMAIL: [dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

If mail is necessary, please send to:

Department of Public Health

410 Capitol Avenue, MS #13PER

PO Box 340308

Hartford, CT 06134-0308

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 860-509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE HUMAN RESOURCES OFFICE AT 860-509-7177.**